



Welcome to my UCF!

Bienvenidos a UCF

www.my.ucf.edu

University Of Central Florida
Facilities Operations

myUCF

www.my.ucf.edu

- The **myUCF** Portal is an internal resource for students, faculty, staff, and alumni to access, modify, and review secure information regarding their records at the <http://www.ucf.edu/>
- El portal de **myUCF** es un recurso interno para los estudiantes, facultad, personal administrativo y estudiantes egresados que deseen acceder, modificar, y revisar información confidencial pertinente a sus records, en <http://www.ucf.edu/>

PID Lookup

Búsqueda de su PID

- How do I find my PID?
- Logging in to the **myUCF** portal website requires a secure user ID called the Personal ID (PID). To retrieve your PID, enter your First Name, Last Name, and any registered valid E-mail Address as they appear on your UCF record, then **CLICK** the **Continue** button. Your PID will be send to your email address. Passwords will need to be change every 6 weeks.
- Como averiguar su PID (número de empleado de UCF)
- Para ingresar a **myUCF** se requiere de un número de identificación llamado PID. Para saber cual es este número, ingrese su nombre, apellido y su correo electrónico válido, y haga **CLIC** en **Continue**. Su PID será enviado a su email. Las claves/passwords deben cambiarse cada 6 semanas.

■ *First Name -Nombre

Peter

■ *Last Name - Apellido

Smith

■ *Email Address –correo electrónico

petersmith@*****.com



Continue

myUCF

www.my.ucf.edu

UCF Federated Identity

- How to access my.ucf.edu?
- **You will need your PID number and your password**
- Como ingresar a my.ucf.edu?
- Necesitará su número de empleado y su número de clave

- **Sign on:**

- PID:

t11111111

-

Password:

.....

- [What is my PID?](#)
- [What is my PID Password?](#)
- [What is Federated Identity?](#)

[Cuál es mi PID?](#)
[Cuál es mi PID Password?](#)
Que es una identificación federada?

PID Password Reset

Restablecer PID Password/clave

UCF Federated Identity

- How to reset your password?
- Go to: www.my.ucf.edu
- CLICK on: [What is my PID Password?](#)
- Sign on:
 - PID:
 - Password:
- [What is my PID?](#)
- [What is my PID Password?](#)
- [What is Federated Identity?](#)
- The system will direct you to another screen.



UCF Federated Identity

- Como restablecer su contraseña?
- Diríjase a: www.my.ucf.edu
- CLIC en: [What is my PID Password?](#)
- Sign on:
 - PID:
 - Password:
- [What is my PID?](#)
- [What is my PID Password?](#)
- [What is Federated Identity?](#)
- El sistema lo dirigirá a otro menú.



PID Password Reset

Restablecer PID Password/clave

- The PID is the **"Personal ID"** used to identify UCF students, faculty, and staff who access **myUCF**. To change your **PID password**, fill in the fields below and **CLICK "NEXT"**

Enter the below information to lookup your account, then click **Next**.

PID:

← Type your PID#

[I forgot my PID](#)



← RefreshAudio

Enter the characters you see or hear:



NEXT



CLICK NEXT

*If you have any questions or have difficulty, please contact the **Service Desk at 407-823-5117.**

- El PID es el **"ID personal"** utilizado para identificar a los estudiantes, facultad y personal administrativo que deseen tener acceso a **myUCF**. Para cambiar su **PID password**, complete los espacios a continuación y **CLIC "NEXT"**.

Enter the below information to lookup your account, then click **Next**.

PID:

← Ingrese su # de PID

[I forgot my PID](#)



← RefreshAudio

Ingrese los caracteres que vea o escuche

Enter the characters you see or hear:



NEXT



CLIC NEXT

*Si tiene alguna pregunta o encuentra alguna dificultad, por favor comuníquese con: **Service Desk at 407-823-5117.**

PID Password Reset

Restablecer PID Password/clave

The system successfully looked up your account.

Please select **one of the options** below to confirm ownership of this account.

[Challenge Questions](#)

[Confirm via email](#)

[Confirm via SMS \(text message\)](#)

To confirm ownership of this account and complete your password reset, select the email address to which the system will send your **verification code**.

Select the email address:

- ☐ t*****@gmail.com
- ☐ t*****@ucf.edu
- ☐ g*****@knights.ucf.edu

Enter a Registered email:

NEXT

CLICK

Su cuenta ha sido localizada.

Por favor seleccione **una de las opciones** a continuación para confirmar propiedad de la cuenta.

[Challenge Questions](#)

[Confirm via email](#)

[Confirm via SMS \(text message\)](#)

Para confirmar su derecho a esta cuenta y terminar con el proceso de restablecerla, seleccione la cuenta de email a la cual desea que se le envíe **el código de verificación**.

Seleccione la cuenta de email:

- ☐ t*****@gmail.com
- ☐ t*****@ucf.edu
- ☐ g*****@knights.ucf.edu

Ingrese un email registrado:

NEXT

CLIC next

PID Password Reset

Restablecer PID Password/clave

- The Verification code has been sent to the email of your choice.

- Enter the **verification code**:

0b379d98-91fe-565e-bb28-30222f1a599a



- If you are having trouble confirming ownership using the email's link, try **copying and pasting** the verification code directly from the email into to "Enter the verification code" textbox and **click next**. Be sure to use the most recent verification code.
- ***Verification codes remain valid for a period of one hour.**
- Email did not arrive. (If emails does not arrived, **CLICK on link**)

- El código de verificación ha sido enviado al correo escogido.

- Ingrese el **código de verificación**:

0b379d98-91fe-565e-bb28-30222f1a599a



- Si esta experimentando problemas confirmando la propiedad de esta cuenta, utilizando los enlaces de los correos electrónicos, intente **copiar y pegar** el código de verificación, directamente del email a la cajita "textbox" y haga **CLIC en next**. Asegúrese de utilizar el código de verificación mas reciente.
- ***El código de verificación permanece activo por el espacio de 1 hora.**
- Email did not arrive. (Si el email no llega a su cuenta, haga **CLIC en el enlace**)

PID Password Reset

Restablecer PID Password/clave

Change Your PID Password

To change your PID account password, fill in a password that meets the password requirements and click **Set Password**.

Password Requirements: Please enter a new password between 8 and 20 characters long containing at least one upper case and at least one lower case letter, at least one number, and at least one special character such as # ! % _ @.

PID: to4o****

New Password:

← Type new password

Confirm Password:

← Confirm new password

Set Password

← **CLICK HERE**

Change Your PID Password –Cambie su Contraseña

Para cambiar la contraseña de su cuenta, utilice los caracteres requeridos a continuación y haga **CLIC** en **Set Password**.

Requisitos para su contraseña: Por favor ingrese una contraseña de 8 a 20 caracteres, que contenga por lo menos una letra mayúscula, una letra minúscula, un número y por lo menos un carácter especial: # ! % _ @.

PID: to4o****

New Password: Nueva contraseña

← Escriba su contraseña

Confirm Password: Repita la contraseña

← Repita la contraseña

Establezca su contraseña

Set Password

← **Haga CLIC**

PID Password Reset

Restablecer PID Password/clave

The system successfully reset your
PID password.

I would like to:

[Sign on to myUCF](#)



[Learn more about your PID and PID
Password](#)

*Once your password has been
reseated, you will be able to sign on
to MyUCF website.

Su contraseña ha sido restablecida
exitosamente.

Me gustaría:

[Sign on to myUCF](#)

Ingresar a myUCF



[Learn more about your PID and PID
Password](#)

[Conozca mas acerca de su PID y de su
contraseña](#)

*Una vez que el sistema ha restablecido
su contraseña, Ud. podrá ingresar a la
dirección electrónica de MyUCF.

myUCF Help

myUCF – Asistencia –

- **Alumni and Retirees**
- If you have a UCF ID card, you reset your password at the **Change Your PID Password page**. If you don't have a **UCF ID card**, please call the **Service Desk at 407-823-5117**.
- **Current Students and Employees**
- If you have a **UCF ID card**, you reset your password at the **Change Your PID Password page**. If you don't have a UCF ID card, please call the **Service Desk at 407-823-5117**.
- [Need myUCF Help?](#)

- **Egresados y Jubilados**
- Si tiene un ID de UCF, Ud. podrá cambiar su clave en **Change Your PID Password**. Si no tiene un ID de UCF, por favor comuníquese con: **Service Desk al 407-823-5117**
- **Estudiantes y Empleados Actuales**
- Si tiene un ID de UCF, cambie su clave en **Change Your PID Password**. Si Ud. No tiene un ID de UCF, por favor comuníquese con: **Service Desk at 407-823-5117** y pida que le cambien su clave al formato inicial.
- [Need myUCF Help?](#)

myUCF www.my.ucf.edu

Employee Self Service

myUCF Menu

- [Academic Resources](#)
- [Health](#)
- [Staff Applications](#)
- [Student Self Service](#)


Employee Self Service

- [Manager Self Service](#)
- [Faculty/Advisor Self Service](#)
- [Reporting Tools](#)
- [Change my PID Password](#)
- [Update my Challenge Questions](#)
- [Knights Email](#)
- [UCF Home Page](#)
- [UCF COM Home Page](#)

CLICK here!
Haga CLIC aquí!



Employee Self Service

- Employee Self Service 
 - Personal Information
 - Payroll and Compensation
 - Benefits
 - Learning and Development
 - United Way ePledge
 - User Guide

*Under **Employee Self Service** you can find various topics.

* Bajo el subtítulo de **Employee Self Service** puede encontrar varios tópicos.

Personal Information

Información Personal

▷ Academic Resources

▷ Staff Applications

▷ Student Self Service

▽ Employee Self Service

▽ **Personal Information** ←

– Personal Information Summary

– Home and Mailing Address

– Phone Numbers

– Email Addresses

– Emergency Contacts

– Marital Status

▷ Academic Resources

▷ Staff Applications

▷ Student Self Service

▽ Employee Self Service

▽ Personal Information

– Personal Information Summary ←

– Home and Mailing Address

– Phone Numbers

– Email Addresses

– Emergency Contacts

– Marital Status

– Name Change

– Preferred Name Change

– Ethnic Groups

– UCF Alert

– UCF ID Card #

Personal Information Summary

Resumen de su Información personal

The **Personal Information Summary** section can be used to view your Personal Information that is tracked in the PeopleSoft SA/HR system. This information, for the most part, was provided to UCF during your hire. If you have updated any of your information since your hire, you will see the most current information when viewing this section.

If you would like to speak with a representative from Records regarding this information, please call (407) 823-2771 or Email records@ucf.edu.

You can access your Personal Information by clicking on the **Personal Information Summary** link under Personal Information on the myUCF menu.

It is critical that this information is correct. Please notify Human Resources if any of this information is incorrect.

En el tópico de **Personal information Summary**, Ud. Podrá modificar información personal, la cual es manejada por el sistema de PeopleSoft SA/HR. Esta información fue proveída a UCF durante su contrato inicial y estará vigente hasta que Ud. la actualice.

Si desea hablar con un representante de la oficina de Records acerca de esta información, llame a 407-823-2771 o email a records@ucf.edu

Ud . podrá acceder a su **Personal Information Summary** haciendo **CLICK** en este enlace.

Es imperativo que esta información este correcta. Por favor notifique a Recursos Humanos, si su información está incorrecta.

Personal Information Summary

Resumen de su Información personal

■ You can update the following information:

- Home & Mailing Address
- Phone Numbers
- Emergency Contacts
- Email Addresses
- Marital Status (view only)
- Ethnic Group

■ You can view the following information:

- Name
- Gender
- Date of Birth
- Birth Country and State
- Social Security Number
- Military Status
- Original Start Date
- Highest Education Level

Ud. Puede actualizar la siguiente información:

- Dirección Postal y Residencial
- Números de Teléfonos
- Contactos de Emergencia
- Correo Electrónico
- Estado civil
- Grupo étnico

Ud. Puede observar/Revisar la siguiente información:

- Nombre
- Género
- Fecha de Nacimiento
- País de nacimiento y estado
- Número de seguro social
- Servicio Militar
- Fecha original de inicio
- Nivel de Educación

Update Your Home & Mailing Address

Actualizar su dirección: Residencial y Postal

- Your **HOME & MAILING** addresses are now required, so please ensure that both your **HOME** and **MAILING** addresses are typed correctly and are up-to-date
- **CLICK** the **EDIT** button for the address type **HOME**
- La dirección residencial **-HOME-** y postal – **MAILING** – son un requisito; por esta razón, es imperativo que estén correctas y actualizadas.
- Haga **CLIC** en **EDIT** para editar la dirección de su casa/residencia



Edit Home Address

Country: United States [Change Country](#)

Address 1: 1234 Main St

Address 2:

Address 3:

City: Orlando State: FL Florida Postal: 32829

County: ORAN ORAN

Date Change Will Take Effect:

On this date: 08/30/2011 (example: 01/31/2000)



☐ Copy Address from Home

Update Your Home & Mailing Address

Actualizar su dirección: Residencial y Postal

***Note:** Your HOME address is your physical address, your place of residence. Post Office (PO Box) addresses are not acceptable for HOME address.

*Enter your address on [Address 1](#) and, if any, on [Address 2](#), then enter your City, State, Postal (Zip Code), County, and the effective date. [CLICK SAVE](#). The database will update immediately with your change.

*Once you [CLICK SAVE](#), you will be directed to the [SAVE Confirmation page](#). [CLICK OK](#) to return to the [Home and Mailing Address page](#).

Home and Mailing Address Save Confirmation



The Save was successful.

OK



***Nota:** La dirección de su CASA/HOME es su dirección física o su lugar de residencia. Los apartados postales (PO Box) no son aceptables como dirección residencial.

*Ingrese su dirección en [Address 1](#). Si tiene información adicional, escríbala en [Address 2](#). Ingrese la ciudad, Estado, Casilla postal, País y la fecha efectiva y haga [CLIC](#) en [SAVE](#). La información será actualizada inmediatamente.

*Una vez que haga clic en [SAVE](#), será dirigido a la página de [SAVE Confirmation](#). [CLIC OK](#) para regresar a la página de [Home and Mailing Address](#).

Update Your Home & Mailing Address

Actualizar su dirección: Residencial y Postal


- **CLICK** the **EDIT** button for the Address Type **MAILING**.
- Haga **CLIC** en **EDIT** para editar la dirección donde recibe su correspondencia.


Edit Mailing Address

Country: United States [Change Country](#)


Address 1: PO Box 2213

Address 2:


City: Orlando **State:** FL  Florida **Postal:** 32816

County: ORAN  ORAN

Date Change Will Take Effect:

On this date: 03/21/2007  (example: 01/31/2000)

☐ **Copy Address from Home**



- If your **Mailing address** is the same as your **Home address**, just **CLICK** on **Copy address from Home** and it will update automatically. You will not have to retype the information again.
- Si su dirección de residencia **–HOME–** es la misma que su **Mailing address** (la dirección Postal donde recibe su correspondencia) haga **CLIC** en **Copy Address from Home** y actualizará su información inmediatamente. No tendrá que ingresarla nuevamente.

Update Your Home & Mailing Address

Actualizar su dirección: Residencial y Postal

- **Note:** Your **Mailing address** is the official address to which Human Resources will mail important information such as your W-2s, 1042s, benefit information and other correspondence. Your **Mailing address** can be a PO Box, the same as your **Home address**, or a different physical address.
- Due to HIPPA regulations and other State of Florida restrictions, we recommend that you do not use a work address for your **Mailing address**. The **Mailing address** is the address to which confidential information from your elected insurance companies, as well as other confidential information, will be sent.
- *Due to Federal regulations, International Employees are required to update their addresses with the International Service Center (ISC) at the CMMS building, Room 101.*

- **Nota:** Su **dirección postal – Mailing address** –es la dirección oficial, donde Recursos Humanos (HR) enviará información vital, tal como su W-2s, 1042s, información acerca de sus beneficios y otra correspondencia. Su **dirección postal** puede ser un apartado postal (PO Box), o puede ser la misma dirección de su **casa** o una diferente.
- De acuerdo a las regulaciones de HIPPA y otras restricciones del estado de la Florida, le recomendamos que no utilice la dirección de su trabajo como **dirección Postal -Mailing address**-. La **dirección Postal** es la que se utiliza para enviar información importante y pertinente a sus elecciones en los varios seguros escogidos u otra información significativa.
- *Debido a regulaciones Federales, los empleados internacionales deberán actualizar su dirección con el departamento de International Service Center (ISC) ubicado en edificio CMMS, Room 101.*

Update Your Phone Number

Actualizar su Número de Teléfono

- You can update your phone information by clicking on the **Phone Numbers** link under Personal Information on the **myUCF** menu.
- **CLICK** on the Add a Phone Number push button to add an additional phone number
- Ud. Puede actualizar su número de teléfono haciendo **CLIC** en **Phone Numbers**, bajo el Tópico de **Personal Information**, en el menú de **myUCF**.
- Haga **CLIC** en **Add a Phone Number**. Puede añadir números adicionales.

Phone Numbers

Golden Knight

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Cell Phone Carrier	Preferred	
Main	407/823-2000			<input checked="" type="checkbox"/>	Delete
				<input type="checkbox"/>	Delete



Add a Phone Number

* Required Field



Save

[Return to Home and Mailing Address](#)

Update Your Phone Number

Actualizar su Número de Teléfono

- Enter the **Phone Type** for your Telephone number. You may add more than one phone number. Once you select the **Phone Type**, enter your 10-digit phone number without any formatting. The system will automatically format the field once you tab out. If you are entering more than one phone number, select which number you would like to store as the **preferred phone**. To update the existing phone type, simply enter the new number over the old data. **CLICK on the SAVE** push button to submit the data. This will automatically update the PeopleSoft SA/HR database.
- Once you save the phone number(s), you will be directed to the **Save Confirmation page**. **CLICK** the OK push button to return to the **Phone Numbers page**.

Phone Numbers

Save Confirmation



The Save was successful.

OK



- Ingrese el **tipo de número** de teléfono. Ud. podrá añadir más de un número de teléfono. Una vez seleccionado el **tipo de número** telefónico, ingrese los 10 dígitos de su número, sin ningún formato, el sistema lo hará automáticamente. Si está ingresando más de un número de teléfono, seleccione el que será de **su preferencia**. Para actualizar los números, simplemente escriba encima de los números de teléfono anteriores y haga **CLIC** en el botón de **SAVE** para someter la información. Esto automáticamente actualizará la información de PeopleSoft SA/HR.
- Una vez que haya guardado la información mediante el botón **SAVE**, Ud. será dirigido a la página de **SAVE Confirmation**. **CLIC OK** para regresar a la página de **Phone Numbers**.


Update Your Email Addresses

Actualizar su Email

- You can update your Email addresses by **clicking** on the **Email Addresses** link under **Personal Information** on the **myUCF** menu. Email options will vary based on your relationship with UCF as well as your use of the university's Enterprise Email.
- Puede actualizar su correo electrónico haciendo **CLIC** en **Email Addresses**, bajo el subtítulo de **Personal Information**, en el menú de **MyUCF**.

Email Addresses

Golden Knight

*Email Type	Email Address		
Business	Golden.Knight@ucf.edu		Edit

[Add an Email Type](#)

[Edit Business Email](#)

[Access Knights Email](#)



[Save](#)

☒ [Receive Good Morning UCF?](#)

Update Your Email Addresses

Actualizar su Email

- Most employees will have a Business Email address and have the option of adding a Personal Email or an Emergency Email address. In cases where an employee is a current student, they can also have a Campus address associated with Knights Email.
- Work-related Emails, including UCF Announcements and Events and Employee Self Service confirmations, are sent to employees' Business Email address. If an unusual work-related emergency arises, the University will notify employees via their Emergency Email address. **Please note that this is not the appropriate field for employees to enter the Email addresses for their emergency contacts.** Employees may enter an Emergency Email address, if desired.
- To add an Email type, **CLICK** on the **Add an Email Type** push button and enter the Email address for that type. To update the existing Email address type, simply enter the new address over the old data. **CLICK** on the **SAVE** push button to submit the data. This will automatically update the PeopleSoft SA/HR database.
- **Note:** *To receive the Good Morning UCF daily Emails regarding campus announcements and events, please make sure the Receive Good Morning UCF? box is checked.*

- La mayoría de los empleados tendrán un email de trabajo; sin embargo, también podrán añadir un email personal o de emergencia. Dado el caso, de que el empleado sea también un estudiante, el/ella podrá contar con el email de la universidad, el cual se encuentra asociado con "Knights Email."
- Los emails relacionados con su trabajo, los cuales incluyan: anuncios, eventos y confirmaciones de UCF, serán enviados al email de su trabajo. En caso de alguna emergencia inusual, laboral, la universidad notificará a su email de emergencia. **Por favor no confunda los espacios provistos para su email de emergencia, con los contactos de emergencia.** Se deberá incluir un email de emergencia, únicamente si así es su deseo.
- Para añadir el tipo de email, haga **CLIC** en **Email Type** y añada el email deseado. Para actualizar un email existente, simplemente ingrese el nuevo email encima de la información anterior. Haga **CLIC** en el botón de **SAVE** y someta la data. Este proceso actualizará inmediatamente la data base de PeopleSoft SA/HR.
- **Nota:** para recibir los anuncios y eventos diarios de UCF llamados "Good Morning UCF daily Emails", por favor asegúrese de hacer **CLIC** en la cajita de "Receive Good Morning UCF?".

Update Your Email Addresses

Actualizar su email

- Once you save the Email addresses, you will be directed to the **Save Confirmation page**. **CLICK** the **OK** push button to return to the **Email Addresses page**.
- Una vez que guarde la información de su email, será dirigido a **Save Confirmation page**.
- Haga **CLIC** en el botón de **OK** para regresar a **Email Addresses page**.

Email Addresses

Save Confirmation



The Save was successful.

OK



Update Your Emergency Contact

Actualizar sus contactos de Emergencia

UNIVERSITY OF CENTRAL FLORIDA Quicklinks

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Home and Mailing Address
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Name Change
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My Content
Reporting Tools
Change my PID Password
Update my Challenge Questions
Knights Email
UCF Home Page
UCF COM Home Page
My Account Sign On
My Instant Messaging

Emergency Contacts

Golden Knight

Contact Name	Relationship to Employee		
Ima Kinght	Sister	Edit	Delete

Primary Contact: Ima Kinght [Change the primary contact](#)

[Add an Emergency Contact](#)

[Return to Email Addresses](#)

You can update your emergency contact by clicking on the **Emergency Contacts** link under **Personal Information** on the **myUCF** menu. **CLICK** on the **EDIT** push button to make changes to the current contact information. If you do not have an existing emergency contact, **CLICK** on the **Add an Emergency Contact** push button to add one.

Puede actualizar su contacto de emergencia haciendo **CLIC** en el botón de **Emergency Contacts** bajo el tópico de **Personal Information**, en el menú de **myUCF**. Haga **CLIC** en el botón de **EDIT** para realizar cambios a su información actual. Si Ud. No tiene un contacto de emergencia, haga **CLIC** en **Add an Emergency Contact** y añada la información.

Emergency Contact Detail

Contactos de Emergencia

UNIVERSITY OF CENTRAL FLORIDA Quicklinks: ▾

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User Guide
Manager Self Service
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PeopleSoft
My Content
Reporting Tools
Change my PID Password
Knights Email
UCF Home Page
UCF COM Home Page
My Account Sign On
My Instant Messaging

Emergency Contacts

Emergency Contact Detail

Golden Knight

Contact Name:

*Relationship to Employee:

Address and Telephone

☐ Contact has the same address as the employee

☐ Contact has the same telephone number as the employee

Address

Country: [Change Country](#)

Address:

 [Edit Address](#)

Enter contact name, relationship, address and phone information. If the contact's address and phone information is the same as yours, **CLICK the two check boxes** to default the data from your personal information. **CLICK** on the **SAVE** push button to submit the data. **This will automatically update the PeopleSoft SA/HR database.**

Ingrese el nombre de su contacto de emergencia: relación, dirección y número de teléfono. Si la información de su contacto de emergencia –teléfono y dirección– es igual a la suya, haga **CLIC en las dos cajitas** para copiar la misma información. **CLIC** en **SAVE** para someter la data. **Esto actualizará automáticamente la data base de PeopleSoft SA/HR.**

Emergency Contact Detail

Contactos de Emergencia

Manager Self Service
Faculty/Advisor Self Service
PeopleSoft
My Content
Reporting Tools
Change my PID Password
Knights Email
UCF Home Page
UCF COM Home Page
My Account Sign On
My Instant Messaging

Phone

Telephone:

Other Telephone Numbers

*Phone Type	Phone Number	
Business	407/823-5555	Delete

Add a Phone Number

* Required Field

Save

Once you **SAVE** the emergency contact(s), you will be directed to the **SAVE Confirmation page**. **CLICK** the **OK** push button to return to the **Emergency Contacts page**.

Una vez que guarde-**SAVE**-su contacto de emergencia, Ud. Será dirigido a la página de **SAVE Confirmation page**. **CLIC** en **OK** para regresar a la página de **Emergency Contacts page**.

Emergency Contacts

Save Confirmation

✓ The Save was successful.

OK

View Your Marital Status

Revise su Estado Civil

- You can view your marital status by clicking on the **Marital Status** link under **Personal Information** on the **myUCF** menu. **This page is currently read only.**
- Ud. podrá revisar su estado civil si hace **CLIC** en - **Marital Status**, bajo el tópico de **Personal Information**, en el menú de **myUCF**. **Esta página es únicamente valida para revisar información-no cambios permitidos-.**

If your marital status has changed, then it's a good time to reconsider your health care coverage, tax withholdings, and other important information. To ensure that your benefits information is updated to reflect this event change in your life, please contact the **Benefits Staff at 407-823-2771 or Email benefits@ucf.edu**. For tax purposes, please update your W-4 information through **Employee Self Service**. To update your personal profile, please complete a **Personal Data Sheet** available at <http://www.hr.ucf.edu/web/forms/records/PersonalDataSheet.pdf> and mail to **Human Resources – Records**

Si su estado civil ha cambiado, por favor revise lo siguiente: cobertura médica, la retención de sus **taxes**, y otra información importante. Para asegurarse de que esta nueva información sea actualizada en sus beneficios, por favor contacte al **Personal de Beneficios al 407-823-2771 o Email benefits@ucf.edu**. Por favor actualice su formulario de W-4, -para sus **taxes**- en el tópico **Employee Self Service**. Para actualizar su perfil personal, por favor llene el formulario de **Personal Data Sheet**, en la siguiente dirección electrónica: <http://www.hr.ucf.edu/web/forms/records/PersonalDataSheet.pdf> y envíela al **Human Resources – Records**

View Your Name

Revise su Nombre

- You can view your name by **Clicking** on the **Name Change** link under **Personal Information** on the **myUCF** menu. **This page is currently read only.**
- Ud. podrá revisar su nombre haciendo **CLIC** en **Name Change** bajo el tópico de **Personal Information**, en el menú de **myUCF**. Esta página es únicamente valida para revisar información-no cambios permitidos-.

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Phone Numbers
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Marital Status
Name Change
Preferred Name Change
Ethnic Groups
UCF Alert
UCF ID Card #
Payroll and Compensation
Benefits
Learning and Development
United Way ePledge

Name Change

Golden Knight

This page is currently read only. To update your name, follow the directions on the Human Resources Name/Address Change Instruction Chart at: <http://hr.ucf.edu/web/forms/payroll/Namaddchg.pdf>

Current Name

Golden Knight

New Name

*Date Name Change Will Take Effect: 09/20/2011

Name Format: English

Name: Golden Knight

To update your name, follow the directions on the **Human Resources Name/Address Change Instruction Chart** at <http://hr.ucf.edu/web/forms/payroll/Namaddchg.pdf>.

Para actualizar su nombre, siga las instrucciones del gráfico de **Human Resources- Name/Address Change** en: <http://hr.ucf.edu/web/forms/payroll/Namaddchg.pdf>.

Preferred Name Change

Cambio al Nombre de su preferencia

- You can change your first name by **clicking** on the **Preferred Name Change** link under **Personal Information** on the **myUCF** menu. This will change how your name is displayed in the UCF Directory.
- Ud. Puede cambiar su primer nombre haciendo **CLIC** en **Preferred Name Change**, bajo el tópico de **Personal Information**, en el menú de **myUCF**. Este proceso cambiará su nombre en el sistema.

Preferred Name Change

Current Primary Name Golden Knight

Current Preferred Name Golden Knight

New Preferred Name

Only your first name can be changed

Enter Preferred First Name:

Date change will take effect: 08/30/2011

NOTE: This change is immediate in the PeopleSoft system only. It may take up to 24 hours for this change to be applied in all systems.

Your name will display in the UCF Directory as: Golden Knight

Your Business Email Address is: Golden.Knight@ucf.edu

If you wish to add an email address for your preferred name, please click the link below.
Please note that you cannot replicate this email address or create an email address that already exists.

[Email Address](#)


Preferred Name Change

Cambio al Nombre de su preferencia

- If you wish to add an Email address for your preferred name, **CLICK** the **Email Address** on the **Preferred Name Change** page. Select **Add an Email Type** and enter the Email address.
- Si desea añadir un email en el proceso de cambio a su nombre preferido, haga **CLIC** en **Email Address** en la página de **Preferred Name Change**. Seleccione **Add an Email Type** e ingrese su email.

Email Addresses

Golden Knight

*Email Type	Email Address		
Business	Golden.Knight@ucf.edu		Edit
Personal	<input type="text" value="GoKnights@ucf.edu"/>		



Add an Email Type

Edit Business Email

Access Knights Email

Save

☒ Receive Good Morning UCF?

Once you save the Email address(s), you will be directed to the **SAVE Confirmation page**. **CLICK** the **OK** push button to return to the **Email Addresses** page.

Email Addresses

Save Confirmation



The Save was successful.



OK

Una vez que guarde su email(s), Ud. será dirigido a la página de **SAVE Confirmation page**. **CLIC** **OK** para regresar a la página de **Email Addresses**.

View Your Ethnic Group

Revise su Grupo Étnico

- You can update your ethnic group by **clicking** on the **Ethnic Groups** link under **Personal Information**. Select the appropriate radio buttons on the page.
- Ud. puede actualizar su grupo étnico haciendo **CLIC** en **Ethnic Groups**, bajo el tópico de **Personal Information**.

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Faculty/Advisor Self Service
My Content
Reporting Tools
Change my PID Password
Update my Challenge Questions
Knights Email
UCF Home Page
UCF COM Home Page
My Account Sign On
My Instant Messaging

Ethnicity

Golden Knight

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

1) Are you Hispanic or Latino? [Explain](#)

☐ Yes
☒ No

2) What is your race? Select one or more. [Explain](#)

☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Pacific Islander
☒ White

[Save](#)

Ethnic Groups

Save Confirmation

☒ The Save was successful.

[OK](#)

Click on the **SAVE** push button to submit the data. This will automatically update the PeopleSoft SA/HR database. Once you **SAVE your race or ethnicity**, you will be directed to the **SAVE Confirmation page**. **CLICK** the **OK** push button to return to the **Ethnicity page**.

Haga **CLICK** en **SAVE** para someter la data. Este proceso automáticamente actualizará la data base de PeopleSoft SA/HR. Una vez que guarde-**SAVE**- la data de **Race o Ethnicity**, será dirigido a la página de **Save Confirmation**. Haga **CLIC** en **OK** para regresar a la página de **Ethnicity**.

UCF Alert

Alertas de UCF

- UCFAlert is a service that will send text and Email notifications when life threatening events exist or during periodic tests.
- UCFAlert es un servicio que le enviará notificaciones mediante textos o emails cuando existan eventos de emergencia o durante pruebas rutinarias.

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Faculty/Advisor Self Service
My Content
Reporting Tools
Change my PID Password
Update my Challenge Questions
Knights Email
UCF Home Page
UCF.COM Home Page
My Account Sign On
My Instant Messaging

UCF ALERT

The University of Central Florida has a personal interest in the safety and security of all its students, staff and faculty. UCF is asking you to provide your personal contact information to be used to notify you during emergency situations. Emergency messages will be sent to your email and or personal cell phone number only when a life threatening event exists or during periodic tests. Standard messaging rates apply when receiving text messages.

If you wish to receive the **Good Morning UCF** email, please select the check box as well.

Click the OK button to exit this page and to continue to the Employee Self Service page.

Knight, Golden

Please verify your Email and Mailing Address/Phone below:

☒ Receive Good Morning UCF
If you do not have a campus e-mail address click here for Knights Email

Business Email Address Golden.Knight@ucf.edu

Emergency Email Address

Mail Address: 1234 Main St

City: Orlando State: FL

Country: USA County: ORAN Postal Code: 32801

Pager #: Pager Carrier

Cell Phone #: 407/555-1212 Cell Phone Carrier ATT

Opt Out of UCF Alert?

[Privacy Policy](#) [Terms of Service](#)

OK Apply

*Enter emergency Email address, mailing address, pager #, cell phone #, pager carrier, cell phone carrier as applicable. **Email address, pager and cell phone are not all required.** Update PeopleSoft SA/HR with how you would like to receive UCF Alerts. **CLICK on the OK** push button to submit the data. This will automatically update the PeopleSoft SA/HR database.

*Ingrese su email de emergencia, dirección postal, pager #, cell phone #, compañía de teléfono o pager. **No es requerido que se ingresen todos estos contactos.** Actualice PeopleSoft SA/HR y determine de que manera le gustaría recibir las alertas de UCF. Haca **CLIC** en **OK** para someter la data. Este proceso actualizará automáticamente la data base de PeopleSoft SA/HR.

UCF ID Card

Obtención de su # de tarjeta de identificación

- The UCF ID Card # page is read only to display your unique UCF ID Card #.
- La página de UCF ID Card # es únicamente accesible para revisarla. No cambios permitidos.

The screenshot shows a web interface for the 'Golden Knight' system. On the left is a navigation menu with the following items: 'Academic Resources', 'Staff Applications', 'Employee Self Service' (expanded), 'Personal Information' (expanded), 'Payroll and Compensation', 'Benefits', and 'Learning and Development'. Under 'Personal Information', the following links are listed: 'Personal Information Summary', 'Home and Mailing Address', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Marital Status', 'Name Change', 'Preferred Name Change', 'Ethnic Groups', 'UCF Alert', and 'UCF ID Card #' (which is highlighted in blue). The main content area is titled 'Golden Knight' and contains a section labeled 'UCF ID Card #'. Below this label is a large yellow rectangular box containing the text '9999999999999999' in red.

Payroll and Compensation

Talonarios de Pagos



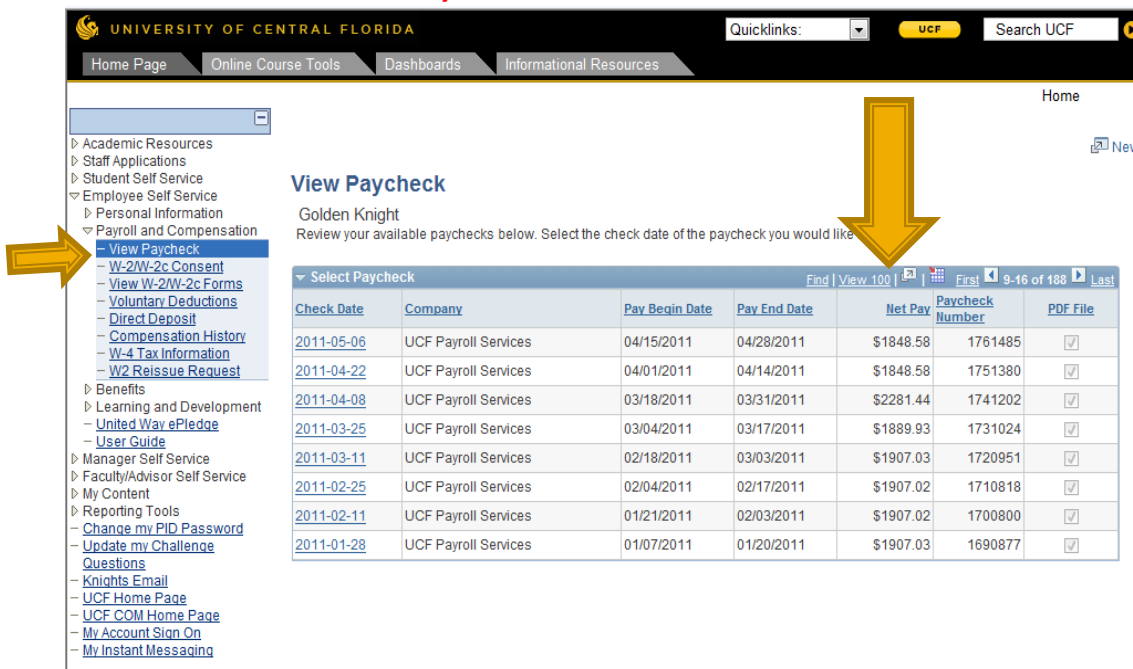
- The **Payroll and Compensation** section can be used to view your paychecks, W-2 forms, leave balances, voluntary deductions, and compensation history that are tracked in the **PeopleSoft SA/HR system**. It can also be used to update your direct deposit and W-4 tax information, W-2 electronic consent, and to request a duplicate W-2.
- If you would like to speak with a representative from Payroll Services regarding this information, please call (407) 823-2771 or Email payroll@ucf.edu

- La sección de **Payroll and Compensation** puede utilizarse para revisar sus talonarios de pago, W-2 forms, balances de días de enfermedad y vacaciones, deducciones voluntarias, y el resumen laboral del empleado, los cuales son controlados por el sistema de **PeopleSoft SA/HR**. También puede utilizarse para actualizar su depósito directo, W-4 tax information (información de sus impuestos), W-2 electronic consent (consentimiento electrónico para recibir la información anual de sus impuestos) y para requerir una copia de su formulario W-2.
- Si desea comunicarse con un representante de la oficina de Payroll Services referente a esta información, por favor llame al (407) 823-2771 o envíe un email a payroll@ucf.edu

View Your Paycheck

Revisión de su Talonario de Pago

- **View/print Your Paycheck**
- You can view your current earnings, taxes, deductions, net pay and leave balances by **clicking** on the **View Paycheck** link under **Payroll and Compensation** on the **myUCF** menu.
- **Revise/imprima su talonario de Pago**
- Ud. Puede observar sus pagos actuales, taxes, deducciones, pago bruto y balances de vacaciones/enfermedad, si hace **CLIC** en **View Paycheck**, bajo el tópico de **Payroll and Compensation** en el menú de **myUCF**.



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View Paycheck

Golden Knight
Review your available paychecks below. Select the check date of the paycheck you would like

Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
2011-05-06	UCF Payroll Services	04/15/2011	04/28/2011	\$1848.58	1761485	<input checked="" type="checkbox"/>
2011-04-22	UCF Payroll Services	04/01/2011	04/14/2011	\$1848.58	1751380	<input checked="" type="checkbox"/>
2011-04-08	UCF Payroll Services	03/18/2011	03/31/2011	\$2281.44	1741202	<input checked="" type="checkbox"/>
2011-03-25	UCF Payroll Services	03/04/2011	03/17/2011	\$1889.93	1731024	<input checked="" type="checkbox"/>
2011-03-11	UCF Payroll Services	02/18/2011	03/03/2011	\$1907.03	1720951	<input checked="" type="checkbox"/>
2011-02-25	UCF Payroll Services	02/04/2011	02/17/2011	\$1907.02	1710818	<input checked="" type="checkbox"/>
2011-02-11	UCF Payroll Services	01/21/2011	02/03/2011	\$1907.02	1700800	<input checked="" type="checkbox"/>
2011-01-28	UCF Payroll Services	01/07/2011	01/20/2011	\$1907.03	1690877	<input checked="" type="checkbox"/>

Select the paycheck you wish to view/print by **clicking** the appropriate check date. Checks are in PDF format and pop-ups must be enabled to view your paycheck. If you wish to view/print checks from previous dates, just **CLICK** on **View 100** and you will see an entire page containing additional dates.

Seleccione el cheque que Ud. Desea mirar/imprimir haciendo **CLIC** en la fecha apropiada. Los cheques están accesibles mediante el formato PDF y los "pop-ups" deben ser activados para poder ver su cheque. Si desea mirar/imprimir cheques de fechas previas, haga **CLIC** en **View 100** y aparecerá una página con fechas adicionales.

View your Paycheck

Revisión de su Talonario de Pago

HOURS AND EARNINGS						TAXES		
Description	Rate	Current Hours	Earnings	Hours	YTD Earnings	Description	Current	YTD
Regular			3,128.88	880.00	33,614.30	Fed Withholding	588.86	6,459.49
Wireless Service Plan			19.72		216.92	Fed MED/EE	44.19	484.50
Retroactive Payment			0.00		696.48	Fed OASDI/EE	127.99	1,403.38
TOTAL:		0.00	3,148.60	880.00	34,527.70	TOTAL:	761.04	8,347.37

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Pretax Health Contribution	90.00	990.00	Optional Life Ins	4.58	49.19	Pretax Health Contribution	531.67	5,848.37
Pretax Vision Plan	2.93	32.23	Long Term Disability 30/90	31.99	343.65	State Life Pretax Contribution	2.27	24.97
VALIC TSA	75.00	825.00	VALIC Roth 403(b)	75.00	825.00	Pretax Assessment	7.75	85.25
Medical Reimbursement Acct	8.34	91.65	Gabor Life Insurance	37.50	412.50	Florida Retirement System	336.98	3,695.25
			Florida Pre-paid Tuition	53.65	590.15			
			UCF Athletics - Season Tickets	0.00	550.00			
			UCF Foundation	0.00	250.00			
TOTAL:	176.27	1,938.88	TOTAL:	202.72	3,020.49	*TAXABLE		

TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current 3,148.60	2,972.33	761.04	378.99	2,008.57
YTD 34,527.70	32,588.82	8,347.37	4,959.37	21,220.96

LEAVE BALANCES	
Plan Type	Balance
Sick	278.95
Annual	265.93
Personal	0.00
Sick Leave Pool	0.00
Sick Pre-1973	0.00
Special Comp	0.00
Regular Comp	0.00
Overtime Comp	0.00
End Balance	544.88

NET PAY DISTRIBUTION			
Advice #	Account Type	Account Number	Deposit Amount
0000000001779032	Savings	*****4024	\$150.00
	Savings	*****3590	\$10.00
	Checking	*****4255	\$1,848.57
TOTAL:			\$2,008.57

MESSAGE:

Note: Any paycheck information prior to January 2004 reflects warrants issued by the Bureau of State Payrolls. From January 2004 through present, paychecks have been issued by UCF.

Note: cualquier información de los cheques previa a enero 2004, refleja autorizaciones emitidas por el "Bureau of State Payrolls." Desde enero de 2004 hasta la presente fecha, los pagos están siendo emitidos por UCF.

Done

Unknown Zone | Protected Mode: On

W-2/W-2c Consent Form

Formulario de Consentimiento W-2/W-2c

- You can submit or **withdraw consent** to receive **electronic W-2 or W-2c forms** by **clicking the W-2/W-2c Consent** under **Payroll and Compensation** on the **myUCF menu**. Your current status will be displayed and the checkbox below can be used to update your status and **CLICK** the **Submit button**.
- Ud. puede someter o retirar su consentimiento de recibir el formulario **W-2 or W-2c** haciendo **CLIC en W-2/W-2c Consent**, bajo el tópico de **Payroll and Compensation** en el menú de **myUCF**. Su estado actual será mostrado y aparecerá una cajita, en la cual podrá hacer **CLIC** para actualizar su estado. Finalmente, haga **CLIC** en **Submit**.

The screenshot shows the myUCF interface. At the top is a navigation bar with links: Home Page, Online Course Tools, Dashboards, and Informational Resources. On the left is a sidebar menu with categories like Academic Resources, Staff Applications, Student Self Service, Employee Self Service, and Payroll and Compensation. The 'W-2/W-2c Consent' link under 'Payroll and Compensation' is highlighted with a yellow arrow. The main content area is titled 'W-2/W-2c Consent Form' and includes the user's name 'Golden Knight' and a status message 'Your Current Status: Consent received.' Below this is a checkbox labeled 'Check here to withdraw your consent to receive electronic W-2 and W-2c forms.' and a 'Submit' button, both highlighted with yellow arrows. The page also contains explanatory text about electronic vs. paper forms and a contact email for payroll questions.

View/Print W-2/W-2c Forms

Revisar/Imprimir Formularios W-2/W-2c

- You can view/print your previous years W-2 forms by clicking **View W-2/W-2c Forms** link under **Payroll and Compensation** on the **myUCF** menu. **CLICK** on **Year End Form** to print your W2 Form. **CLICK** on **View a Different Tax Year** to obtain a previous W2 form.
- Puede revisar/imprimir sus formularios previos (W2), haciendo **CLIC** en **View W-2/W-2c Forms**, bajo el tópico de **Payroll and Compensation**, en el menú de **myUCF**. Haga **CLIC** en **Year End Form** para imprimir su formulario de W2. Haga **CLIC** en **View a Different Tax Year** para obtener un W2 previo.

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Manager Self Service
Faculty/Advisor Self Service
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Reporting Tools
Change my PID Password
Update my Challenge
Questions
Knights Email

View W-2/W-2c Forms

Golden Knight

Review your available W-2 and W-2c forms below. Select the year end form that you would like to review.

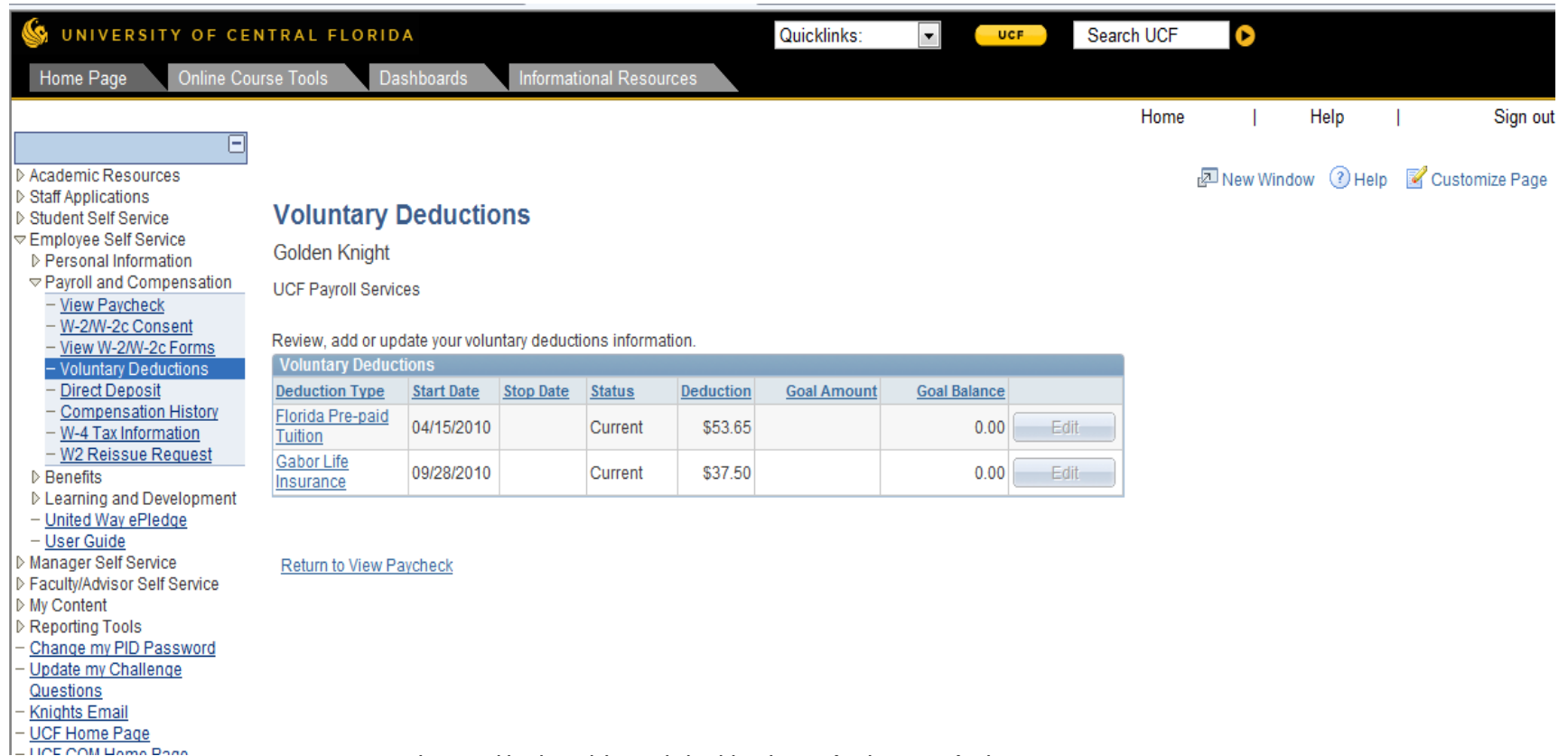
[View a Different Tax Year](#)

Select Year End Form					
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2010	UCF	W-2	01/14/2011	Year End Form	Filing Instructions

View Your Voluntary Deductions

Revisión de Deducciones Voluntarias

- You can view your voluntary deductions by **clicking** on the **Voluntary Deductions** link under **Payroll and Compensation** on the **myUCF** menu.
- Podrá revisar sus deducciones voluntarias haciendo **CLIC** en **Voluntary Deductions**, bajo el tópico de **Payroll and Compensation**, en el menú de **myUCF**.



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Voluntary Deductions

Golden Knight

UCF Payroll Services

Review, add or update your voluntary deductions information.

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	
Florida Pre-paid Tuition	04/15/2010		Current	\$53.65		0.00	<input type="button" value="Edit"/>
Gabor Life Insurance	09/28/2010		Current	\$37.50		0.00	<input type="button" value="Edit"/>

[Return to View Paycheck](#)

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 - [Knights Email](#)
 - [UCF Home Page](#)
 - [UCF COM Home Page](#)

Update Your Direct Deposit

Actualizar su Depósito Directo

- You can update your direct deposit distribution by **clicking** on the **Direct Deposit** link under **Payroll and Compensation** on the **myUCF** menu.
- Puede actualizar la información de su depósito directo haciendo **CLIC** en el tópico de **Direct Deposit**, bajo **Payroll and Compensation**, en el menú de **myUCF**.

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Benefits
Learning and Development
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My Content
Reporting Tools
Change my PID Password
Update my Challenge Questions
Knights Email
UCF Home Page
UCF COM Home Page
My Account Sign On
My Instant Messaging

Direct Deposit

Golden Knight

Review, add or update your direct deposit information.

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Savings	999999999	999999999999999999	Amount	\$150	1	Edit	Delete
Savings	999999999	999999999999999999	Amount	\$10	2	Edit	Delete
Checking	999999999	999999999999999999	Balance		3	Edit	Delete

[Add Account](#)

IMPORTANT! Please ensure that the Routing Number and Account Number represent only a Checking and/or Savings Account. Money Markets, bank loan numbers, or any other type of account may cause your direct deposit to be returned to UCF and may delay your payment.

Employees who receive their payroll via direct deposit at a U.S. financial institution and then move part or all of the payroll amount to a financial institution in another country please advise Payroll Services. There are new formatting requirements for these transactions that the university needs to follow. It will not impact your paycheck.

In setting up your direct deposit, select "Balance" in the "Deposit Type" box if you want to deposit all of your earnings into one bank account and leave the "Amount/Percent" box empty. If you are setting up more than one account, select either an amount or percentage as desired for your account(s) and choose "balance" as the deposit type for your last prioritized account (the account with the highest deposit order).

Invalid bank information may take up to 3 business days for your money to be returned to UCF. Payment to you cannot be made until your bank returns the money to UCF.

If you would prefer, you may complete a Direct Deposit Authorization Form instead of using this page to make updates to your account information.
[Direct Deposit Authorization Form](#)

[Return to Voluntary Deductions](#)

Update Your Direct Deposit

Actualizar su Depósito Directo

- *Importante! Por favor asegúrese de que el número de ruta y el número de cuenta pertenezcan a una **cuenta de cheques o de ahorros**. Las cuentas de "Money Market," de prestamos u otras cuentas no son aceptables y podrían retrasar su depósito o hacer que retorne a UCF.
- *Los empleados que deseen recibir parte o todo su cheque, vía depósito directo, en una institución bancaria de otro país, deberán informar a **Payroll Services**, ya que existen nuevos requisitos que la universidad debe seguir (No impactará su pago).
- *Si desea depositar su cheque completo en una sola cuenta, seleccione **Balance** en la cajita de **Deposit Type**, y deje vacía la cajita de **Amount/percent**. Si Ud. desea establecer más de una cuenta, seleccione la cantidad o el porcentaje para su cuenta/s y escoja **balance** como el tipo de depósito para su cuenta primordial (la cuenta con el depósito más alto).
- *Una información inválida podría traer contradicciones y demorarse hasta 3 días laborables hasta que el dinero regrese a UCF. Tampoco será posible generar un cheque adicional mientras ese dinero, ya emitido, esté de regreso en la cuenta de UCF.
- *Si prefiere, podrá llenar un formulario de **Direct Deposit Authorization** (http://hr.ucf.edu/web/forms/payroll/Direct_Deposit_Devolution.pdf), en lugar de tratar de hacer cambios en esta página.

Change Direct Deposit

Cambio de Depósito Directo

- To update your current account type(s), **CLICK** on the **EDIT** push button. To add an additional account, **CLICK** on the **Add Account** push button.
- Para actualizar su tipo(s) de cuenta actual, haga **CLIC** en **EDIT**. Para añadir una cuenta adicional. Haga **CLIC** en **Add Account**.

Direct Deposit

Change Direct Deposit

Golden Knight

Your Bank Information

Routing Number: [View check example](#)

Distribution Instructions

Account Number:

*Account Type:

*Deposit Type:

Amount or Percent:

*Deposit Order: (example: 1 = first account processed)

 Save

[Return to Direct Deposit](#)

*You may **CLICK** on the **View Check Example** to make sure you entered the correct routing and account number from your check. Make the appropriate changes and click on the **SAVE** push button to submit the data. This will automatically update the PeopleSoft SA/HR database.

*Puede hacer **CLIC** en **View Check Example** para asegurarse que ingreso el número correcto de ruta y de cuenta. Haga los cambios apropiados y haga **CLIC** en **SAVE** para someter la data. Esta acción automáticamente actualizará la data base de PeopleSoft SA/HR.

Direct Deposit

Depósito Directo

Ejemplo de un cheque

Check Example

A screenshot of a check form. At the bottom, there are two fields for numbers. The first field is labeled '1' and contains '999999999'. The second field is labeled '2' and contains '999 999 999'. Below these fields, there are two columns of text: '1 - Routing Number' and '2 - Account Number' on the left, and '1. Número de Ruta' and '2. Número de Cuenta' on the right. An orange arrow points to the first field, and another orange arrow points to the second field.

1 - Routing Number
2 - Account Number

1. Número de Ruta
2. Número de Cuenta

Two buttons: 'OK' and 'Cancel'. An orange arrow points to the 'OK' button.

***CLICK** de **OK** push button to return to the **Direct Deposit Page**.

*Haga **CLIC** en **OK** para regresar a la página de **Direct Deposit**.

Direct Deposit

Save Confirmation



The Save was successful.

However, due to timing, your change may not be reflected on the next paycheck.

OK

*Once you save the direct deposit distribution, you will be directed to the **Save Confirmation page**. **CLICK** the **OK** push button to return to the **Direct Deposit page**.

*Una vez guardada la información de Direct Deposit, será dirigido a la página de **Save Confirmation**. Haga **CLIC** en **OK** para regresar a la página de **Direct Deposit**.

View Your Compensation History

Revisión del su Historial de Remuneración

- You can view your compensation history by **clicking** on the **Compensation History** link under **Payroll and Compensation** on the **myUCF** menu. **CLICK** on the **View Another Date Range** push button to choose another timeframe.
- Podrá revisar su Historial de Remuneración haciendo **CLIC** en **Compensation History** bajo **Payroll and Compensation** en el menú de **myUCF**. **CLIC** en **View Another Date Range**, para escoger otro periodo de tiempo.

Compensation History

Golden Knight

From: 01/01/1900 To: 09/06/2011

Employee Job Information

EmplID: 1390999
 Department: ADR COUN-PAYROLL
 Job Title: Program Assistant
 Payroll Status: Active

View Another Date Range

Select Date Range

Golden Knight
 Lecturer

Select From and To dates for your Compensation History Inquire, leave blank to default to all history.

From Date: 01/01/1900 (example: 12/31/2000)

To Date: 01/03/2007 (example: 12/31/2000)

Continue

Salary History

Date of Change	Action	Reason	Annual Salary		Compensation per Frequency		
08/08/2010	Pay Rt Chg	Across-The-Board	28,000.000	USD	1,072.796935	USD	Biweekly Freq - 12 Month
04/12/2010	Hire		27,000.000	USD	1,034.482759	USD	Biweekly Freq - 12 Month

*Enter a From Date and To Date and **CLICK** on the **Continue** push button.

*Ingresa la fecha DESDE y HASTA y haga **CLIC** en **Continúe**.

Update Your W-4 Tax Information

Actualizar su Información del formulario W4 (taxes)

- You can update your federal tax information by **clicking** on the **W-4 Tax Information** link under **Payroll and Compensation** on the **myUCF menu**.
- Ud. Puede actualizar su información federal de taxes haciendo **CLIC** en **W-4 Tax Information** , bajo el tópico de **Payroll and Compensation** en el menú de **myUCF**.

Claim Exemption

I claim exemption from withholding for and I certify that I meet BOTH of the following conditions for exemption:

- >> Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND
- >> This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

☐ Check 'Exempt' here if you meet both conditions.

Submit

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

*Enter the total number of allowances you would like to claim, any additional amount you would like withheld from each paycheck (if needed), and marital status. If you wish to claim exemption from withholding taxes for the current year, you must meet both of the conditions listed. **CLICK** on the **Submit** push button to continue.
Note: This page will be read only if you are an employee with non-resident alien status. Please submit a W-4 Form to Payroll Services if this is the case.

*Ingrese el número de dependientes que desee reclamar; cualquier cantidad adicional que dese añadir – de cada cheque y si es necesario – . Si desea reclamar exenciones de sus impuestos del año actual, deberá adherirse a las condiciones listadas. Haga **CLIC** en **Submit** para continuar.
Nota: Si Ud. es un empleado con un estado legal de *extranjero non residente*, esta página estará apta únicamente para revisión. Si este es el caso, por favor someta el formulario W-4 al departamento de Payroll Services.

Update Your W-4 Tax Information

Actualizar su Información del formulario W4 (taxes)

- *Enter your **myUCF password** to verify your identity and **CLICK** on the **Continue** push button to save the data. This will automatically update the PeopleSoft SA/HR database.
- *Ingrese su **clave/password de myUCF** para verificar su identidad y haga **CLIC** en **Continue** para guardar la información. Este proceso automáticamente actualizará la data base de PeopleSoft SA/HR.

Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**

User ID: e0118119

Password:



Submit Confirmation



The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.

OK

*Once you submit the tax information, you will be directed to the **Submit Confirmation page**. **CLICK** the **OK** push button to return to the **W-4 Tax Information page**.

*Una vez sometida la información de sus taxes, será dirigido a la página de **Submit Confirmation**. Haga **CLIC** en **OK** para regresar a la pagina de **W-4 Tax Information**.

Update Your W-4 Tax Information

Actualizar su Información del formulario W4 (taxes)

- After saving, you should receive an Email confirming your tax changes. The Email will be sent to the Business Email address indicated on your **Personal Information Summary** page.
- Después de realizar cambios/actualizar, Ud. recibirá un email confirmando los cambios efectuados en sus taxes. El email será enviado a la dirección electrónica especificada en la página de **Personal Information Summary**.

This e-mail message cannot be delivered to **Golden.Knight@ucf.edu** because the e-mail address is no longer valid.

From: psoft@orion.cc.ucf.edu
To: Golden.Knight@ucf.edu
Cc: payroll
Subject: RE: You submitted W-4 data via the Web on 2011-09-13.

Employee: 1111111

Golden Knight

You submitted W-4 data via the Web on 2011-09-13.

Marital Status: Married

No. of Allowances: 0

Additional Amount: 15

Exempt Status: N

Employer: UCF Payroll Services

Formatted and Translated by Tania Gutierrez-Catasus

Request a Duplicate W-2

Petición de un duplicado W-2

- You can request a duplicate W-2 by **clicking** on the **W2 Reissue Request link** under **Payroll and Compensation** on the **myUCF** menu.
- Ud. Podrá requerir un duplicado de su W-2 haciendo **CLIC** en el enlace **W2 Reissue Request** bajo **Payroll and Compensation** en el menú de **myUCF**.

The screenshot shows the myUCF interface for requesting a duplicate W-2. On the left is a sidebar menu with categories like Student Self Service, Employee Self Service, and Manager Self Service. Under Employee Self Service, the 'Payroll and Compensation' section is expanded, and the 'W-2 Reissue Request' link is highlighted. A yellow arrow points from this link to the main content area. The main content area is titled 'W-2 Reissue Request' and includes instructions for users. Below the instructions are three address fields: 'Home Address', 'Mailing Address', and 'W-2 Reissue Request'. The 'W-2 Reissue Request' field contains a dropdown menu for the year, with '2010' selected. Below this is another dropdown menu labeled 'Select where you want your W-2 delivered:' with 'Mailing Address' selected. A yellow arrow points from the 'Mailing Address' dropdown to the 'Submit' button at the bottom. A 'View Details' link is also visible in the top right of the main content area.

W-2 Reissue Request

Golden Knight

[View Details](#)

Effective with the Tax Year 2009, you may consent and print your W-2. If you need a copy of your 2009 W-2, please go to **'W-2/W-2c Consent'** and submit your consent. Once consent is submitted, please go to **'View W-2/W-2c Forms'** and click on **'Year End Form'** to access and print your W-2. Do not proceed to use the W-2 Reissue Request page for 2009 if you have consented, please print your copy.

If you need a duplicate for the tax years, 2004-2008, please proceed and request a **'W-2 Reissue Request'**.

Home Address

1234 Main St
Orlando FL 32801

Mailing Address

1234 Main St
Orlando FL 32801

W-2 Reissue Request

*W2 Request for year: 2010

Select where you want your W-2 delivered: Mailing Address

Submit

Request a Duplicate W-2

Petición de un duplicado (W-2)

- Select the tax year for which you wish to receive a duplicate W-2 and which address you want your W-2 sent. **CLICK** on the **Submit push button** to send the request to **Payroll Services**. If you wish to receive W-2 at another address, please contact **Payroll Services** at payroll@ucf.edu or (407) 823-2771.
- Seleccione el año del duplicado (W-2) –taxes– que desea recibir e indique la dirección a la que se debe enviar este formulario W-2. Haga **CLIC** en **Submit** para enviar el pedido a la oficina de **Payroll Services**. Si desea recibir el formulario W-2 en otra dirección, por favor contacte a la oficina de **Payroll Services** a payroll@ucf.edu o llame al (407) 823-2771.

Submit Confirmation




The Submit was successful.

OK

- Once you submit the W-2 reissue request, you will be directed to the **Submit Confirmation page**. **CLICK** the **OK** push button to return to the **W2 Reissue Request page**.
- Una vez que haya sometido la petición de su W-2, será dirigido a la página de **Submit Confirmation**. **CLIC OK** para regresar a **W2 Reissue Request page**.

Benefits Beneficios

BENEFITS

- ▷ Academic Resources
- ▷ Staff Applications
- ▷ Student Self Service
- ▽ Employee Self Service
 - ▷ Personal Information
 - ▷ Payroll and Compensation
 -  **Benefits**
 - Benefits Summary
 - ▷ Learning and Development
 - United Way ePledge
 - User Guide

*The **Benefits section** can be used to view your current benefits information that is tracked in the PeopleSoft SA/HR system. This includes such plans as medical, dental, flexible spending accounts, vision, life, disability, retirement and leave.

If you would like to speak with a representative from Benefits regarding this information, please call **(407) 823-2771** or Email benefits@ucf.edu.

*La **sección de Beneficios** está accesible para revisar sus beneficios actuales, los cuales son manejados por el sistema de PeopleSoft SA/HR. Este incluye varios planes, tales como: médicos, dentales, cuentas de gastos flexibles, visión, seguros de vida, discapacidad, jubilación, y tiempo disponible de vacaciones y enfermedad.

Si desea hablar con un representante del departamento de Beneficios con referencia a este asunto, por favor llame a **(407) 823-2771** o envíe un Email a benefits@ucf.edu.

View Your Benefits Summary

Revise el Historial de sus Beneficios

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 Manager Self Service
 Faculty/Advisor Self Service
 My Content
 Reporting Tools
 Change my PID Password
 Update my Challenge Questions
 Knights Email
 UCF Home Page
 UCF COM Home Page
 My Account Sign On
 My Instant Messaging

Benefits Summary

Golden Knight

To view your benefits as of another date, enter the date and click Go:

09/20/2011 

Type of Benefit	Plan Description	Coverage or Participation
Medical	UnitedHealth Care HMO	Family
Vision	Humana Vision Exam + Materials	Employee Only
Life and AD and D	State Life Insurance Pretax	Salary X 1
Supplemental AD and D	Opt Life Ins - 1 X Salary	Salary X 1
Long-Term Disability	Long Term Disability (30 day)	66.67% of Salary
VALIC Roth 403(b)	VALIC Roth 403(b)	\$75 After Tax
VALIC	VALIC TSA	\$75 Before Tax
Sick	Sick Regular	-----
Vacation	Vacation A&P/Faculty	-----
Sick Leave Pool	Sick Leave Pool	-----
Flex Spending Health - U.S.	Medical Reimbursement Acct	\$200 Pledge
PERS	Fla Retir Sys Regular Emp	3% of Earnings

*You can view your benefits summary by **clicking** on the **Benefits Summary** link under **Benefits** on the **myUCF** menu.

*Ud. Podrá revisar su historial de Beneficios haciendo **CLIC** en **Benefits Summary**, bajo el tópico de Benefits en el menú de **myUCF**.

Change Your Voluntary 403(b) Contributions

Cambios en Contribuciones Voluntarias 403(b)

VALIC Roth 403(b)
Golden Knight
Only contributions to voluntary 403(b) investment accounts in which you are currently contributing may be changed. To open a new investment account, please contact a provider by clicking the Investment Provider Contact Information link below. To start contributions again, submit a paper form to HR Benefits.
[Benefit Forms](#)
The effective date of your change is the date that you enter it. Depending on when the change is made, it may not be reflected on the next paycheck.

As Of 09/20/2011

VALIC Roth 403(b)

Plan Name: VALIC Roth 403(b)
Plan Provider: AIG Valic
Group Number:
Customer Service: Ext:

Current Contributions

Before Tax: 0%
After Tax: \$75
[Edit](#)

Covered Beneficiaries
To obtain beneficiary information from your 403(b), contact your investment provider.
[Investment Providers Contact Information](#)

Additional Information
[Return to Employee Benefit Summary](#)

*Once you have opened the **Benefits Summary**, you can also make contribution changes to currently deducted Voluntary 403(b) plans. This is to include non-ORP 403(b) and ROTH 403(b) plans only. You will select the plan you wish to change. ***CLICK** the **EDIT** button on the plan information page. Once the change page opens you can select a new percentage or flat rate amount and **CLICK** the **SAVE** button.

*En el enlace de **Benefits Summary**, Ud. Puede hacer cambios en las contribuciones a los planes voluntarios 403(b). Esto incluye únicamente los planes non-ORP 403(b) y ROTH 403(b) . Ud. Determinará el plan que desee cambiar. ***CLIC EDIT** en la página del plan escogido. En esta página seleccione el porcentaje nuevo o la cantidad fija "flat rate" y **CLIC SAVE**.

Done

Change Your Voluntary 403(b) Contributions

Cambios en Contribuciones Voluntarias 403(b)

- You will have to confirm your changes by **clicking** the **Ok button**.
- Please note that the PeopleSoft system will send you a confirmation Email to your Business Email address.
- Deberá confirmar sus cambios haciendo **CLIC** en **OK**.
- Por favor tome en cuenta que el sistema de PeopleSoft le enviará una confirmación a la dirección electrónica especificada en el sistema.

Change Current Savings Plan Contributions

VALIC Roth 403(b) **VALIC Roth 403(b)**

Golden Knight
To change your current savings plan contributions, enter the new percent or flat dollar amount.
To stop your contributions, enter 0.

Current Savings Contributions

Before Tax:	After Tax:
	75.00

New Savings Contributions

After Tax

% **Max:** 100.000 **or** \$

Save

[Return to View All Savings Plans](#)

Savings
Save Confirmation

✓ You will receive a confirmation email after saving your changes.
The Save was successful.

OK

Learning and Development

Aprendizaje y Desarrollo Profesional

*The Learning and Development section can be used to view your training summary, request training enrollment, update professional training events and review information about your education that is tracked in the PeopleSoft SA/HR system.

If you would like to speak with a representative from OD & Training, please call (407) 823-0440 or Email

od&training@ucf.edu.

If you have questions about your education information, please call our Records section at (407) 823-2771 or Email records@ucf.edu.

- ▼ Employee Self Service
 - ▷ Personal Information
 - ▷ Payroll and Compensation
 - ▷ Benefits
 - ➔ **Learning and Development**
 - [Training Summary](#)
 - [Request Training Enrollment](#)
 - [Professional Training](#)
 - [United Way ePledge](#)
 - [User Guide](#)

*La sección de aprendizaje y desarrollo profesional ha sido creada para revisar sus entrenamientos previos adquiridos; para requerir entrenamiento; para actualizar eventos de entrenamiento profesional y para revisar información acerca de su educación, la cual es registrada en el sistema de PeopleSoft SA/HR.

Si desea comunicarse con un representante de OD & Training, por favor llame al (407) 823-0440 o envíe un email a od&training@ucf.edu.

Si tiene preguntas acerca de su educación, por favor llame a nuestra sección de Records al (407) 823-2771 o Email records@ucf.edu.

View Your Training Summary

Revise su Historial de Entrenamiento

- You can view your training summary by **clicking** on the **Training Summary** link under **Learning and Development** on the **myUCF** menu.
- Podrá revisar su Historial de Entrenamiento haciendo **CLIC** en **Training Summary**, bajo el tópico de **Learning and Development**, en el menú de **myUCF**.

UNIVERSITY OF CENTRAL FLORIDA Quicklinks: UCF Search UCF

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 Manager Self Service
 Faculty/Advisor Self Service
 My Content
 Reporting Tools
 Change my PID Password
 Update my Challenge Questions
 Knights Email
 UCF Home Page
 UCF COM Home Page
 My Account Sign On
 My Instant Messaging

Training Summary

Golden Knight

Course Name	Course Start Date	Course End Date	Status
Discrimination Prevention-Web	05/13/2011	05/13/2011	Enrolled
Open Enrollment Session	10/13/2010	10/13/2010	Completed
Red Flags- ID Theft Prevention	06/01/2010	06/01/2010	Completed
ePAF Originator Training	01/28/2009	01/28/2009	Completed
Red Flags- ID Theft Prevention	01/05/2009	01/05/2009	Completed
Open Enrollment Info Session	09/25/2008	09/25/2008	Completed
Preventing Discrimination-All	05/27/2008	05/27/2008	Completed
Superheroes & Group Dynamics	04/17/2008	04/17/2008	Completed
Motivating Employees	02/06/2008	02/06/2008	Completed
ePAF Originator Training	02/05/2008	02/05/2008	Completed
Emotional Intelligence	02/28/2007	02/28/2007	Completed
Laws of Leadership IV	02/28/2007	02/28/2007	Completed
Change Management I	02/21/2007	02/21/2007	Completed
Laws of Leadership III	02/21/2007	02/21/2007	Completed
Laws of Leadership II	02/14/2007	02/14/2007	Completed

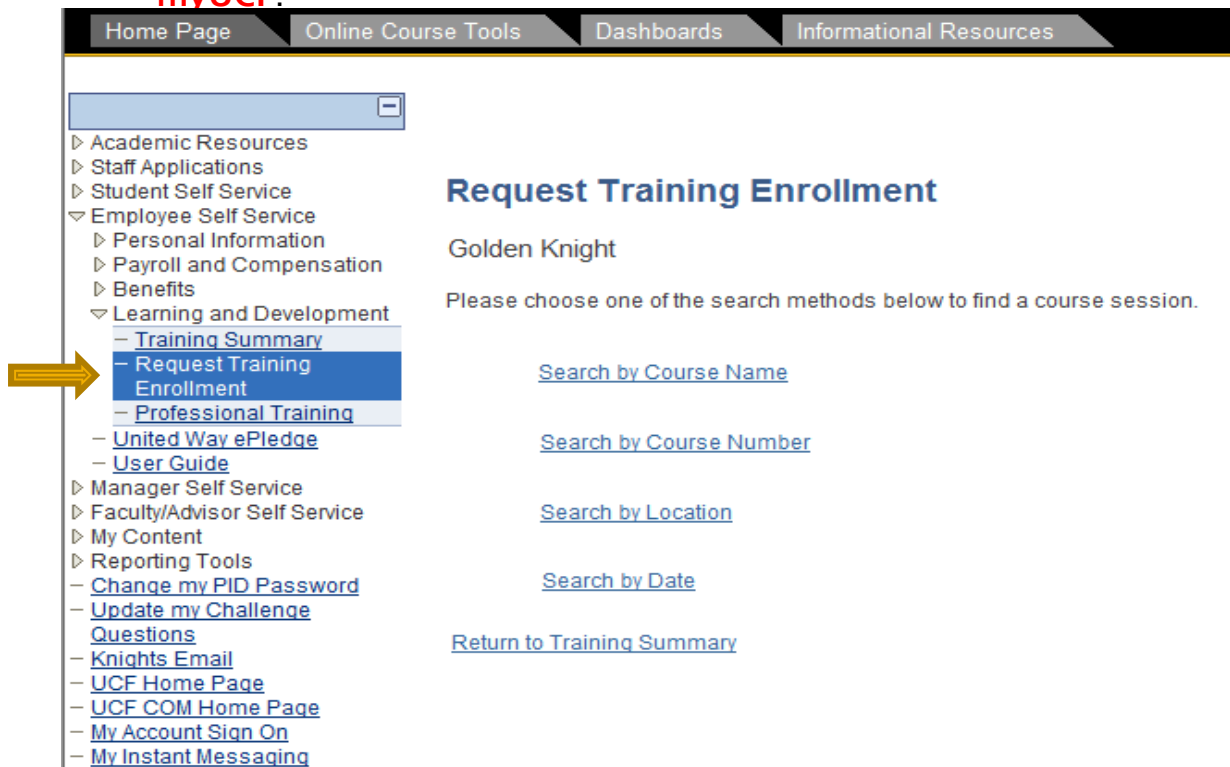
*This is very useful to verify the status of your current training enrollments and to easily identify training you have completed in order to include it on your annual performance appraisal. For more information, **CLICK on the highlighted course name** to view the following details: **course code, description, training facility and prerequisites.**

*Esta sección es muy útil para verificar su entrenamiento actual y para identificar el entrenamiento ya efectuado; el cual podrá ser incluido en su evaluación anual. Para información adicional, por favor haga **CLIC en Course name** para observar los siguientes detalles: **"course code, description, training facility and prerequisites."**

Request Training Enrollment

Petición de Entrenamiento

- You can request training enrollment with the Human Resources OD & Training section by **clicking** on the **Request Training Enrollment** link under **Learning and Development** on the **myUCF** menu.
- Podrá requerir entrenamiento con el departamento de Human Resources OD & Training sección haciendo **CLIC** en **Request Training Enrollment**, bajo el tópico de **Learning and Development**, en el menú de **myUCF**.



*You can choose one of four search methods to find a course session:

- ***Search by Course Name***
- ***Search by Course Number***
- ***Search by Location***
- ***Search by Date***

*Puede escoger entre estos 4 métodos para inscribirse en cursos disponibles: se session:

- ***Search by Course Name***
- ***Search by Course Number***
- ***Search by Location***
- ***Search by Date***

Search by Course Name

Búsqueda por Nombre de Curso

- **CLICK** on the **Search by Course Name** link from the **Request Training Enrollment** page.
- **CLIC** en **Search by Course Name**, en la página de **Request Training Enrollment**.

Request Training Enrollment

Course Search

Enter a full or partial course name and click the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

Course Name:



[Return to Request Training Enrollment](#)

*Enter a full or partial course name and **CLICK** the **Search** push button to get a list of matching courses. **Leave the course name blank to get a list of all courses. CLICK on Search to get a list of all the courses offered.**

*Ingrese el nombre del cursillo o clase completo o parcial y haga **CLIC** en **Search** para obtener una lista de los cursillos parecidos. **Puede dejar el nombre de cursillo/clase vacío y hacer CLIC en Search para obtener una lista de todos los cursillos presentados.**

Search by Course Name

Búsqueda por Nombre del Curso

- The course will display **No Sessions Available** if no course sessions are available to register for at the time of your search. **CLICK** the **View Available Sessions** link next to the course code for which you wish to view a list of course sessions.
- Si el cursillo no está disponible en el momento de su búsqueda, este le indicará lo siguiente: **"No Sessions Available."** Haga **CLIC** en **View Available Sessions** –al lado del código de la clase- para informarse de la lista de sesiones disponibles de dicha clase.

Ergonomics		SAF035	View Available Sessions
Fin8.9 Basic Query Rpt FNRP210		PSC059	No Sessions Available
Financials CISP - FNSC111		PSC060	No Sessions Available
First Aid		LIF014	View Available Sessions
Focus on the Customer		AES009	View Available Sessions
Getting Organized		LIF104	No Sessions Available
Goal Setting		STA014	No Sessions Available
Human Resources Liaison		PER079	No Sessions Available
Identity Theft Awareness		MIS009	View Available Sessions
Interviewer Certification		PER006	No Sessions Available

Request Training Enrollment

View Available Sessions

LIF001 CPR-Adult

Click on a session number in the list below to view session details or to request enrollment in the session.

02/27/2007				
Session	Location	Duration (Hours)	Open Seats	Waitlisted
5089	HR Training Room	4.5	12	0

04/18/2007				
Session	Location	Duration (Hours)	Open Seats	Waitlisted
5090	HR Training Room	4.5	12	0

[Return to Course Search](#)

Search by Course Number

Búsqueda por Número de Curso

- **CLICK** on the **Search by Course Number** link from the **Request Training Enrollment** page.
- **CLIC** en **Search by Course Number**, en la página de **Request Training Enrollment**.

Request Training Enrollment

Course Search

Enter a course number and click the Search button to get a list of matching courses. Leave the course number blank to get a list of all courses.

Course Number:



[Return to Request Training Enrollment](#)

*Enter a full or partial course number and **CLICK** the **Search** push button to get a list of matching courses. **Leave the course number blank to get a list of all courses. CLICK on Search to get a list of all the courses offered.**

*Ingrese el número del cursillo/ clase completo o parcial y haga **CLIC** en **Search** para obtener una lista de los cursillos parecidos. **Puede dejar el número de cursillo/clase vacío y hacer CLIC en Search para obtener una lista de todos los cursillos presentados.**

Search by Course Number

Búsqueda por Número de Curso

- The course will display **No Sessions Available** if no course sessions are available to register for at the time of your search. **CLICK** the **View Available Sessions** link next to the course code for which you wish to view a list of course sessions.
- Si el cursillo no está disponible en el momento de su búsqueda, este le indicará lo siguiente: **"No Sessions Available."** Haga **CLIC** en **View Available Sessions** –al lado del código de la clase – para informarse de la lista de sesiones disponibles de dicha clase.



Course Number	Description		
ADM018	Property/Inventory Training		No Sessions Available
AES009	Focus on the Customer		View Available Sessions
DIV008	ABC's of Diversity		No Sessions Available
LES000	Leadership Excellence		View Available Sessions
LESUCF	Leadership Excellence Series		View Available Sessions
LIF001	CPR-Adult		View Available Sessions
LIF009	Conversational Spanish		View Available Sessions
LIF014	First Aid		View Available Sessions



Request Training Enrollment

View Available Sessions

LIF087 Say What You Mean, Part II

Click on a session number in the list below to view session details or to request enrollment in the session.

03/29/2007				
Session	Location	Duration (Hours)	Open Seats	Waitlisted
0011	HR Training Room	3.0	20	0

[Return to Course Search](#)

Search by Location

Búsqueda por lugar

- **CLICK** on the **Search by Location** link from the **Request Training Enrollment** page.
- **CLIC** en **Search by Location**, en la página de **Request Training Enrollment**.

Request Training Enrollment

Course Search

Enter a full or partial location name and click the Search button to get a list of matching training locations. Leave the location blank to get a list of all locations.

Location:



Search

[Return to Request Training Enrollment](#)

*Enter a full or partial location name and **CLICK** the **Search** push button to get a list of matching training locations. **Leave the location blank to get a list of all locations. Click on Search to get a list of all the courses offered.**

*Ingrese el lugar del cursillo/clase completo o parcial y haga **CLIC** en **Search** para obtener una lista de los lugares de entrenamiento parecidos. **Puede dejar el lugar – Location – vacío y hacer CLIC en Search para obtener una lista de todos los lugares donde hay presentaciones de cursillos.**

Search by Location

Búsqueda por lugar


- The **location** will display **No Sessions Available** if no course sessions are available to register for at the time of your search. **CLICK** the **View Available Sessions** link next to the location for which you wish to view a list of course sessions.
- Si el cursillo no está disponible en el momento de su búsqueda, este le indicará lo siguiente: **"No Sessions Available."** Haga **CLIC** en **View Available Sessions** –al lado de **location** – para informarse de la lista de sesiones disponibles de dicha clase.

Request Training Enrollment

Course Search

Enter a full or partial location name and click the Search button to get a list of matching locations. Leave the location blank to get a list of all locations.

Location:

Location	
Continuing Education	No Sessions Available
HR Training Room	 View Available Sessions
Operational Excellence & Asses	No Sessions Available
Physical Plant Large Conferenc	No Sessions Available
STUDENT UNION	No Sessions Available
Teaching Academy	No Sessions Available

[Return to Request Training Enrollment](#)

Request Training Enrollment

View Available Sessions

HR Training Room

Click on a session number in the list below to view session details or to request enrollment in the session.

AES009 Focus on the Customer				
Session	Start Date	Duration (Hours)	Open Seats	Waitlisted
4379	02/26/2007	0.0	19	0

LESUCF Leadership Excellence Series				
Session	Start Date	Duration (Hours)	Open Seats	Waitlisted
0001	02/07/2007	32.0	0	2

LIF001 CPR-Adult				
Session	Start Date	Duration (Hours)	Open Seats	Waitlisted
5089	02/27/2007	4.5	12	0
5090	04/18/2007	4.5	12	0

Search by Date

Búsqueda por Fecha

- **CLICK** on the **Search by Date** link from the **Request Training Enrollment** page.
- **CLIC** en **Search by Date**, en la página de **Request Training Enrollment**.

Request Training Enrollment

Course Search

Enter a date range and click the Search button to get a list of courses offered within that range. Leave the date fields blank to get a list of all available courses.

From:  **Through:** 

(example: 12/31/2000) (example: 12/31/2000)

[Return to Request Training Enrollment](#)

*Enter a **date range** and **CLICK** the **Search push button** to get a list of courses offered within that range. **Leave the date fields blank to get a list of those courses with available course sessions in which to enroll.**

*Ingrese la fecha y haga **CLIC** en **Search** para obtener una lista de los cursos ofrecidos durante esas fechas. **Puede dejar el espacio de date fields vacío y hacer CLIC en Search para obtener una lista de todos los cursos ofrecidos.**

Search by Date


Búsqueda por Fecha

- **CLICK** the **View Available Sessions** link next to the course code for which you wish to view a list of course sessions.
- Haga **CLIC** en **View Available Sessions** –al lado de **location** – para informarse de la lista de sesiones disponibles de dicha clase.

Request Training Enrollment

Course Search

Enter a date range and click the Search button to get a list of courses offered within that range. Leave the date fields blank to get a list of all available courses.


From: 
Through: 

(example: 12/31/2000) (example: 12/31/2000)

Start Date	Description		Course Number	
01/05/2007	Self-Defense: Escape (Men)		LIF110	View Available Sessions
01/05/2007	Waiting Class - Testing		WTG001	View Available Sessions
01/10/2007	Performance Evaluations Semina		PER067	View Available Sessions
01/10/2007	Student Records Delta (SR2030)		PSC019	View Available Sessions
01/15/2007	PS HR/SA Basic Navigation		PSC001	View Available Sessions
01/16/2007	Conversational Spanish		LIF009	View Available Sessions

Request Training Enrollment

View Available Sessions

LIF110 Self-Defense: Escape (Men)



Click on a session number in the list below to view session details or to request enrollment in the session.

01/05/2007				
Session	Location	Duration (Hours)	Open Seats	Waitlisted
0004		1.0	9	0

[Return to Course Search](#)

View Course Details

Detalles del Cursillo

- **CLICK** on the  button to view details for a specific course in which you may be interested. It includes information such as course code, description and any prerequisites. **CLICK** the **OK** push button to return to the **Request Training Enrollment page**.
- Haga **CLIC** en este signo  para revisar los detalles del cursillo específico en el que Ud. está interesado. Éste incluye la siguiente información: código del curso, descripción y prerequisites. **CLIC OK** para regresar a la página de **Request Training Enrollment**.

Request Training Enrollment

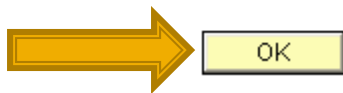
Course Detail

First Aid

Course Code: LIF014

Description: Learn how to determine the signs, symptoms, and treatment of everything from sprains and fractures to bleeding, poisonings, and burns. Please dress comfortably to participate in practice exercises on the floor. Workshop requires a minimum of 6 participants and maximum of 15 participants.

Prerequisites: None



Register for Course Session

Inscripción para Sesiones de Cursos

- To complete the training enrollment from either of the four search options, **CLICK** on the **session number** for the course you wish to attend. This page will also provide location, duration, number of open seats, and number of participants on a waitlist.
- Para finalizar su inscripción en el entrenamiento deseado, mediante cualquiera de las cuatro opciones, haga **CLIC** en el **número de sesión** del cursillo que desea asistir. Esta página también le proveerá el lugar, la duración, número de asientos disponibles, y el número de participantes que se encuentran en lista de espera.

Request Training Enrollment

View Available Sessions

LIF110 Self-Defense: Escape (Men)

Click on a session number in the list below to view session details or to request enrollment in the session.

01/05/2007				
Session	Location	Duration (Hours)	Open Seats	Waitlisted
0004		1.0	9	0



[Return to Course Search](#)

Register for Course Session

Inscripción para Sesiones de Cursos

Request Training Enrollment

Session Detail

Golden Knight

Click Continue to submit your training request.

Course: LIF110 Self-Defense: Escape (Men)

Session: 0004

Location:

Start Date: 01/05/2007

Duration (Hours): 1.0

Language:

Prerequisites: None

Session Schedule

Date	Start Time	End Time
Friday 01/05/2007	9:00AM	10:00AM

☒ If this session is full, place me on the waiting list.

Continue

[Return to Course Search](#)

*The session detail page will give a complete summary of the course session in which you are about to enroll. Check ☒ the **If this session is full, place me on the waiting list** check box if you wish to be added to the waitlist for a course session that is full. **CLICK** the **Continue** push button to advance to the next step of the process.

*La página con los detalles de la sesión, le ofrecerá un resumen completo del cursillo al que desea inscribirse. Coloque la marca de **check** ☒ en la frase que lee: **If this session is full, place me on the waiting list** (si esta sesión está llena, póngame en la lista de espera). **CLIC Continue** para continuar con el próximo paso.

Register for Course Session

Inscripción para Sesiones de Cursos

- The **submit request page** is the final step in the enrollment process. Please verify that this is the correct course session that you would like to attend. If not, **CLICK** on the **Return to View Available Sessions link**. **CLICK** the **Submit push button** at the bottom of the page to complete your request.
- La página de **submit request** es el último paso para el proceso de inscripción. Por favor verifique que este sea el cursillo correcto al cual desea asistir. Si no es así, haga **CLIC** en **Return to View Available Sessions**. **CLIC** en **Submit**, al final de página para finalizar su inscripción.

Submit Request

Click the Submit button at the bottom of the page to complete your request.

Course:	LIF110	Self-Defense: Escape (Men)
Session:	0004	
Location:		
Course Start Date:	01/05/2007	Start Time 9:00AM End Time 10:00AM
Duration (Hours):	1.0	
Language:		

Golden Knight

EmpID:

Submit

[Return to View Available Sessions](#)

*Once you submit the request for training enrollment, you will be directed to the **SAVE Confirmation page**. **CLICK OK** to return to the **Request Training Enrollment confirmation page**.

*Una vez que someta su pedido para entrenamiento, será dirigido a la página de **SAVE Confirmation page**. **CLIC OK** para regresar a la página de **Request Training Enrollment Confirmation**.

Request Training Enrollment Save Confirmation

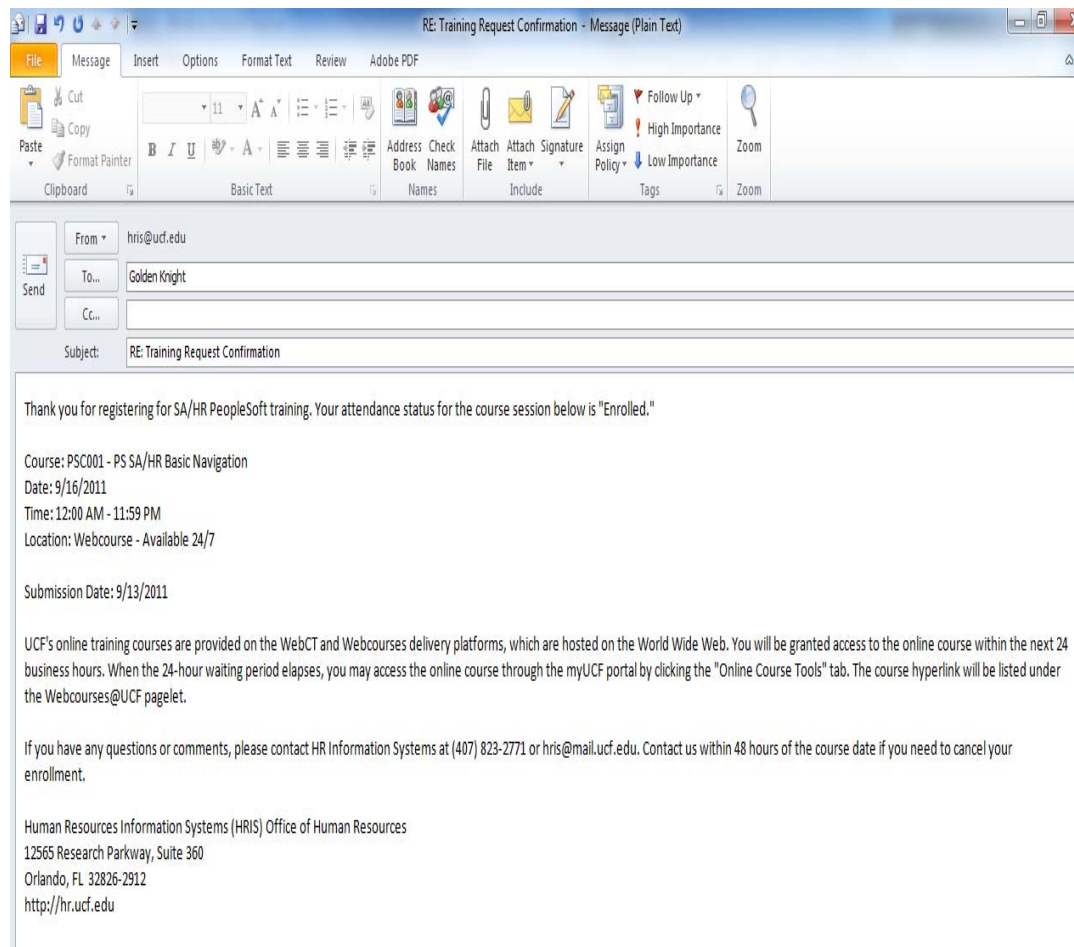


The Save was successful.

OK

Register for Course Session

Inscripción para Sesiones de Cursos



*After saving, you should receive an Email confirming your training enrollment. The Email will be sent to the Business Email address indicated on your **Personal Information Summary** page. Please note the attendance status. If it indicates **Session Wait**, the course training administrator will contact you when the next course session becomes available. Please mark this training session on your calendar as a reminder.

*Después de guardar esta información (**SAVE**), Ud. recibirá un email confirmando su inscripción al cursillo. El email será enviado al correo electrónico especificado en la página de **Personal Information Summary**. Por favor revise el estado de asistencia. Si este indica **Session Wait**, el administrador del cursillo lo contactará para indicarle cuando se abrirá otra sesión. Por favor marque esta sesión en su calendario como un recordatorio.

Update Your Professional Training

Actualización de Entrenamiento Profesional

- You can update your professional training information by clicking on the **Professional Training link** under **Learning and Development** on the **myUCF menu**.
- Ud. puede actualizar su entrenamiento profesional haciendo **CLIC** en el enlace de **Professional Training**, bajo el tópico de **Learning and Development**, en el menú de **myUCF**.

Professional Training

Golden Knight

Course Name	Course Start Date	Course End Date	Status		
FEMA IS-00700.a	01/29/2010	01/29/2010	Completed		
FEMA IS-00100.HE	01/29/2010	01/29/2010	Completed	Edit	Delete
HRMS 8.9 to 9 Delta Ed 1 LVC	10/03/2008	10/03/2008	Completed	Edit	Delete
Year End Processing 8.3	12/15/2005	12/15/2005	Completed	Edit	Delete
Time and Labor 8.3	04/01/2004	04/01/2004	Completed	Edit	Delete
Payroll I 8.01	02/15/2002	02/15/2002	Completed	Edit	Delete
Query/Crystal Power Rptq 7.5	06/29/2001	06/29/2001	Completed	Edit	Delete
Intro to Benefits 7.5	12/21/2000	12/21/2000	Completed	Edit	Delete
Intro to HR 7.5	12/20/2000	12/20/2000	Completed	Edit	Delete

[Add a Professional Training Course](#)

[Return to Request Training Enrollment](#)

CLICK on the **EDIT** push button to make changes to the current professional training information. If you do not have existing professional training, **CLICK** on the **Add a Professional Training Course** push button to add professional training information.

CLIC en **EDIT** para hacer cambios a la información de entrenamiento profesional actual. Si Ud. Carece de entrenamiento actual, haga **CLIC** en **Add a Professional Training Course** y añada esta información.

Update Your Professional Training

Actualización de Entrenamiento Profesional

- Enter the **Course Name, Course Completion Date and School/Facility Where Course Was Taken**. To update the existing professional training details, simply enter the new address over the old data. **CLICK** on the **SAVE** push button to submit the data. This will automatically update the PeopleSoft SA/HR database.
- Ingresa **el número del cursillo, la fecha de comienzo y de finalización del cursillo, la escuela donde el cursillo fue tomado**. Para actualizar los detalles actuales de su entrenamiento profesional, simplemente ingrese la nueva data encima de la anterior. **CLIC SAVE** para someter esta data. Este proceso automáticamente

Professional Training

Professional Training Detail

Golden Knight

*Course Name:

Course Start Date:  (example: 12/31/2000)

Course End Date: 

School/Facility Where Course Was Taken:

* Required Field



[Return to Professional Training](#)

Update Your Professional Training

Actualización de Entrenamiento Profesional

- Once you **SAVE** the professional training, you will be directed to the **SAVE Confirmation page**. **CLIK** the **OK** push button to return to the Professional Training page.
- **Note:** *The Professional Training page lists any professional training you have participated in at conferences, seminars, or other professional meetings, either on or off campus. Human Resources does not maintain this data, so please be sure to update this information as needed as well as verify its accuracy.*
- Una vez que guarde (**SAVE**), su entrenamiento profesional Ud. será dirigido a **Save Confirmation page**. **CLIC OK** para regresar a **Professional Training page**.
- **Nota:** *La página de Professional Training lista todos los entrenamientos en los que Ud. haya participado, tales como conferencias, seminarios, u otras reuniones profesionales ,ya sea dentro o fuera del campo universitario. Human Resources no mantiene esta data; por lo tanto, asegúrese de actualizar y verificar esta información tanto como sea necesario .*

Professional Training

Save Confirmation



The Save was successful.

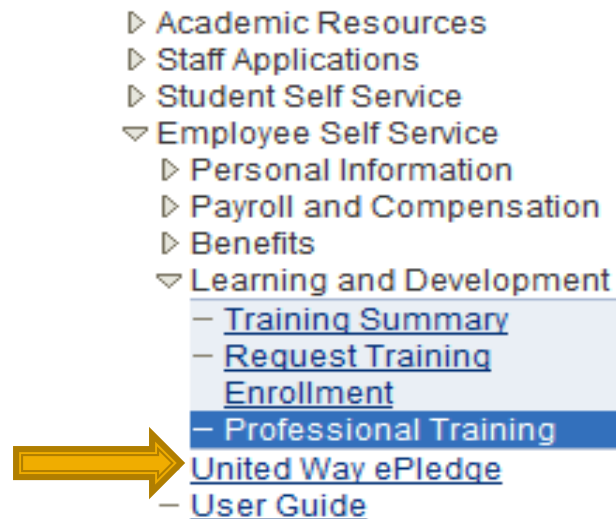
OK

UCF e-Pledge System

Sistema Prendario de UCF

- The online giving system (e-Pledge) can be found under the Employee Self Service menu. In 2009, UCF employees contributed over \$140,000 to the FSECC. E-Pledge is available to faculty, staff, students, alumni, and community supporters. To use payroll deduction, you must receive a paycheck from the university (including adjuncts, OPS, and student assistants)
- El sistema de asistencia prendario de UCF puede ser encontrado bajo **Employee Self Service menu**. En el año 2009 los empleados contribuyeron con más de \$140,000 a la institución **FSECC**. El sistema prendario (E-Pledge) está disponible para la facultad, personal administrativo y de línea, estudiantes, y partidarios de la comunidad. Para poder establecer una deducción salarial, Ud. deberá ser recipiente de pagos mediante un cheque de la universidad (incluyendo auxiliares, OPS, y estudiantes asistentes)

UCF e-Pledge System



Employee Self Service User Guide

Guía del Usuario –Autoservicio para el Empleado

- Where can I find a current copy of the Employee Self Service User Guide?

- The User Guide is only a click away! It was created to assist employees with using all the functionality in the Employee Self Service menu on the **myUCF** portal.
- To access the most current version of the user guide, which will be updated as more functionality becomes available, click on the User Guide link in the Employee Self Service menu. Or, please visit the HR website at:

http://hr.ucf.edu/web/forms/hris/HREESS_Guide.pdf.

- Donde puedo encontrar una copia reciente de la Guía del Usuario – Autoservicio para el Empleado?

- La guía del usuario está solo a un paso de su teclado! Se creó para asistir al empleado en todas las funciones existentes especificadas en el menú de **Employee Self Service**, en el portal de **myUCF**.
- Para acceder a una de las versiones más recientes de la **Guía del Usuario**, la cual será actualizada tan pronto mas funciones se hagan disponibles, haga **CLIC** en el enlace de **User Guide**, en el menú de **Employee Self Service**. O, por favor visite la dirección electrónica de HR en:

http://hr.ucf.edu/web/forms/hris/HREESS_Guide.pdf.